

## Visage Training Centre Self Assessment Survey Computer Skills Results

It is a requirement of PSPD funding that we determine the skills level of participants at the beginning and end of the project. This is the results from the first survey on participant computer skills which was conducted at the beginning of the project (23 March, 2007). These responses at the beginning of the project will be used to determine how to tailor the activities to best meet participants' needs.

### 2. File Management

1. Able to save and organize computer files into folders?

		Response Percent	Response Total
No		0%	0
Basic	<div></div>	25%	2
Average	<div></div>	50%	4
Advanced	<div></div>	25%	2
Other (please specify)		0%	0
Total Respondents			8
(skipped this question)			0

2. Can locate and re-organise files within folders using Windows Explorer or My Computer.

		Response Percent	Response Total
No	<div></div>	12.5%	1
Basic	<div></div>	12.5%	1
Average	<div></div>	37.5%	3
Advanced	<div></div>	37.5%	3
Other (please specify)		0%	0
Total Respondents			8
(skipped this question)			0

### 3. Databases

3. How do you rate your ability to use Access databases. For example if someone else has created a database are you able to input data into the database and use it competently?

		Response Percent	Response Total
No - have no knowledge or experience with Access databases	<div></div>	62.5%	5
Basic - have some knowledge of Access databases but have never used one	<div></div>	12.5%	1
Average - use an Access database as part of my job role and am competent in inputting data and printing reports	<div></div>	25%	2
Advanced - have created Access databases for work		0%	0
Other (please specify)		0%	0
Total Respondents			8
(skipped this question)			0

#### 4. Video

4. Are you able to create videos using Movie Maker?

		Response Percent	Response Total
No - never used it before	<div></div>	50%	4
Basic - have used it before but need more practise	<div></div>	50%	4
Average - have created videos using it	<div></div>	0%	0
Advanced - Regularly create videos using Movie Maker	<div></div>	0%	0
Other	<div></div>	0%	0
Total Respondents			8
(skipped this question)			0

5. Are you able to use a digital video recorder and can you transfer video footage from the recorder onto a computer.

		Response Percent	Response Total
No - have never used a digital video recorder	<div></div>	37.5%	3
Basic - have used a digital video recorder but not transferred the recording onto the computer	<div></div>	50%	4
Average - have used and am able to transfer recordings onto computer	<div></div>	12.5%	1
Advanced - regularly use a digital video recorder and edit the movies on my computer	<div></div>	0%	0
Other (please specify)	<div></div>	0%	0
Total Respondents			8
(skipped this question)			0

#### 5. PowerPoint

6. How do you rate your ability to use PowerPoint?

		Response Percent	Response Total
Never - have not used it	<div></div>	25%	2
Basic - rarely use	<div></div>	12.5%	1
Average - regularly use PowerPoint to create presentations	<div></div>	50%	4
Advanced - Able to insert videos and sound into PowerPoint	<div></div>	12.5%	1
Other (please specify)	<div></div>	0%	0
Total Respondents			8
(skipped this question)			0

#### 6. Internet

7. How do you rate your ability to use the following:

	Don't know what it is	Heard of but not used	Basic (Have used but have minimal ability)	Average (Have used and have reasonable ability)	Advanced (Have my own site that I regularly update)	Response Total
Blogs	25% (2)	25% (2)	38% (3)	12% (1)	0% (0)	8
Wikis	25% (2)	12% (1)	62% (5)	0% (0)	0% (0)	8
Podcast	25% (2)	25% (2)	50% (4)	0% (0)	0% (0)	8
Slideshare	38% (3)	38% (3)	25% (2)	0% (0)	0% (0)	8
Flickr	38% (3)	12% (1)	50% (4)	0% (0)	0% (0)	8
Total Respondents						8
(skipped this question)						0

8. Do you have access to the Internet at home?

		Response Percent	Response Total
No		0%	0
Yes - Dial up		25%	2
Yes - Standard ADSL Broadband		25%	2
<b>Yes - High speed ADSL Broadband</b>		<b>50%</b>	<b>4</b>
Other (please specify)		0%	0
<b>Total Respondents</b>			<b>8</b>
(skipped this question)			0

9. Do you have access to a computer with Internet access at work?

		Response Percent	Response Total
No		0%	0
Yes - occasionally		12.5%	1
<b>Yes - daily</b>		<b>87.5%</b>	<b>7</b>
Other (please specify)		0%	0
<b>Total Respondents</b>			<b>8</b>
(skipped this question)			0

Is there any other computer skills (other than skills related to using PDAs) that you would like some PD for?

<u>1.</u>	no
<u>2.</u>	I have only been using the computer over the last 12 months. My computer skills are improving and I can do heaps more. We go to Andrea Quintal who has shown us a wide range of things that is at our level and can understand and follow. I still more PD in computer skills
<u>3.</u>	Yes, Advanced computer skills. I have all the basics but need to step up to the next level. Yes, I have all the basic skills but need to go to a more advanced level.
<u>4.</u>	no
<u>5.</u>	Excel programs